

MEMO OF MEETING NO. 26

ARCHITECT CONSTRUCTION DOCUMENTS PHASE

PROJECT: Chilmark Firehouse and EMS Headquarters
DATE: August 20, 2021
LOCATION: Zoom

ATTENDING: Bill Rossi, Bldg. Committee Chairman
Chief Jeremy Bradshaw, Fire Dept.
Clark Goff
Alison Kisselgofs
Reid Silva, VLSE
EMS Tri-Town via phone
Tim Rich
Warren Doty
Amanda Sawyer, OPM, CHA Companies
Jerry Thiboutot, K+K Architects
Antonia Kenny, K+K Architects
John Keenan, K+K Architects

The following is a record of the above referenced meeting.

OLD BUSINESS

- 21.02 Reviewed CHA and KKA agenda memos for this meeting:
 - A. Review list of confirmations requested, environmental and geotech information. See KKA, June 10 list.
 - C. A separate meeting w/the Landscape Architect and Committee will be scheduled.
- 21.03 Contract documents for bidding such as Bid Forms, etc., Owner-Contractor Agreement, Front End, etc. **Received: Aug. 23, 2021.**
- 21.08 Reviewed proposed new locations for generators, transformer, AC equipment, P.G. tanks.
- 22.02 ZBA application waiting for answers from Building Dept., Lenny was contacted during the meeting and stated the EMS HQ needs only a Bldg. permit, no Special permit.
 - A. Hearing August 26, 2021.**
- 22.04 Town Hall well system, controls, etc. will supply the new station. New line to be connected at pump tank, etc. in Town Hall.
- 22.07 K+K and VLSE will review and provide staging and security site plan for fencing, drop-zones, trailers, and contractor parking.
- 22.08 Geotech info:
 - A. Recommendations for construction is to be provided by VLSE, possibly with input from Kent Healy, P.E. (island engineer), to be included in the site work specifications for foundations, slabs, soils, fill, etc. Pavement base prep should also be included.
 - B. A description of the minimum requirements for dewatering will be needed also, possibly supplied by VLSE and K. Healy.
 - C. VLSE will provide a Unit Price for clay excavation and off-island disposal to be provided for the G.C.'s bids. Unit price should be based on one cu. yd. of clay.
- 23.03 Propane tank for Fire Station- **Provide new tank.**

- 23.04 Work in Town Hall for water, pump piping, IT/Security by Town. K+K requested an accurate existing conditions plan be provided.
- 24.02 60% Submittal: Pause on Fire Station, Continue work on EMS HQ. Fire Station schedule extended 3 weeks.
- 25.02 New station will require Special Permit from ZBA. Existing station noted as “pre-existing, non-conforming”.
- 25.03 IT/Security, Ron Burson to schedule review meetings w/chiefs, Amanda will coordinate.
- 25.05 K+K has requested proposal from G&V for existing M.E.P. conditions at Town Hall.
- 25.07 Chief Bradshaw will forward IT info received from Tim C. to Amanda and K+K.

NEW BUSINESS

- 26.01 Site Plans:
 - A. Need permanent benchmarks.
 - B. Need building/site dimensions – locate
 - C. Changes to Station Site Plan to include 10 ft. setback for parking along wetland. Existing entry drive can remain as is.
 - D. Location of Station tight tanks to be reviewed.
- 26.02 Demolition for all items except EMS site house will be under Gen. Contract. Including below grade items such as septic system components, foundations, piping, etc.
- 26.03 Need proposal/review of costing Division of Work separated for Fire Station and EMS HQ.
- 26.04 K+K and TLS will provide new design for Station site and parking as per ConComm approval orders.
- 26.05 Excavation for tight tanks near Town Hall as concern for undermining existing foundations – Reid will review.
- 26.06 Revised project schedule attached.

Next meeting (TBD).

Submitted by:

John J. Keenan, R.A.
KEENAN + KENNY ARCHITECTS, LTD.

CC: Bill Rossi, Amanda Sawyer